

Steps to become an approved Medicaid provider

1. Become a BHS licensed provider in good standing by visiting:

http://www.kdads.ks.gov/AAPS/Licensing/Facility_Licensing.html

2. Submit the Computer Citrix forms located at the KDADS website <http://www.kdads.ks.gov/>:

Click on “Provider Information” link within the top navigation bar, Click on the padlock icon at the bottom of the menu listing that says “KDADS Web Application Access Security Agreement”.

If you already have access to any of the KDADS web applications you do NOT need to submit another security agreement via this new electronic format released on November 1, 2012.

The screenshot shows a web form for the KDADS Web Application Access Security Agreement. Red arrows point to the 'Name' field (with sub-fields for First, MI, Last), 'Email', 'Function/Job Title', 'Phone Number', 'Office Location (City)', and 'Agency/Business Complete Name'. Below these are checkboxes for 'Requested Applications' including AIR, CARE_INQ, CTO, IRA, KAMIS, KCPC, KOTA, PACE, and Other. A red arrow points to the KCPC checkbox. A red callout box with a white border contains the text: 'Submit all 3 forms to KDADS, even the DCF security agreement!!!'. Below the callout box, a list of forms to complete for KCPC is shown: DCF Security Agreement, EAS Application for Citrix, and KCPC Computer Questionnaire. A note states: 'Please submit the forms to the Kansas Department for Aging and Disability Services (see contact information below)'. At the bottom, 'Contact Information' is provided for the KDADS HELP DESK, including address, phone, fax, and email, along with a timestamp.

Name: First MI Last Email:

Function/Job Title: Phone Number:

Office Location (City): Agency/Business Complete Name: Do Not Use the Business Abbreviation or Acronym

Requested Applications:

☐ AIR ☐ CARE_INQ ☐ CTO ☐ IRA ☐ KAMIS ☐ KCPC ☐ KOTA ☐ PACE ☐ Other

• For KCPC, please also complete the following forms:

- o DCF Security Agreement
- o EAS Application for Citrix
- o KCPC Computer Questionnaire

Please submit the forms to the Kansas Department for Aging and Disability Services (see contact information below).

Contact Information:

KDADS HELP DESK, Information Services Division
New England Building
503 Kansas Ave.
Topeka, KS 66603 Fax: (785)-296-0256

For assistance: HelpDesk@kdads.ks.gov
Phone: (785) 296-4987

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3. Submit the above computer Citrix forms as the website instructs.
4. Once these forms receive approval, you will receive a letter from Behavioral Health Services (BHS) that allows you to complete this process

Please go to the following website to take a web based KCPC training to help you through the process of completing the KCPC. http://www.kdads.ks.gov/CSP/AAPS_Training.html

If you have any questions about the approval of the security forms, please contact the KDADS Helpdesk at 785-296-4987.

If you have questions regarding the computer specification forms, please call John Klein at 785-296-4581.

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5. Once you have received the approval letter*, it is your discretion whether to complete Medicaid Provider enrollment with KMAP at 785-274-5914 or <https://www.kmap-state-ks.us>. If you choose to enroll, you will have access to online eligibility inquiries. KMAP would be a one stop resource rather than having to call each Managed Care Organization to confirm enrollment. There may be a fee for KMAP

*INCLUDE THE APPROVAL LETTER WITH YOUR KMAP APPLICATION

6. You must contact each Managed Care Organization to become credentialed.

Amerigroup: 1-877-434-7579

Sunflower: 1-877-644-4623

United: 1-877-542-9235

If you have any questions about this process, please contact Billie Fuller at billie.fuller@kdads.ks.gov or by phone at 785-296-6807.

If you have questions regarding the computer specification forms, please call John Klein at 785-296-4581.